

REPORTS INVENTORY						CONTROL NO. <i>DDS/OC-001</i>											
PREPARE IN DUPLICATE																	
1. TITLE OF REPORT (if a fill-in report include Form No.) Quarterly Report					2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:50%; text-align: center;">STATISTICAL</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/> NARRATIVE</td></tr> <tr><td style="text-align: center;">MACHINE-NAME LISTING</td></tr> </table>			STATISTICAL	<input checked="" type="checkbox"/> NARRATIVE	MACHINE-NAME LISTING							
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3. FUNCTIONAL AREA		PERSONNEL		TRAINING		1. ADMIN. GENERAL											
		LOGISTICS		SECURITY		OTHER (specify)											
		MEDICAL		FINANCE		2. COMMUNICATIONS											
4. NO. OF COPIES PREPARED 13		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly				6. DISTRIBUTION (No. of components not number of copies) 11											
7. FORMAT (memorandum, form computer print-out, etc.) Memorandum		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">YES</td> <td style="width:50%; text-align: center;">IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT OC 7.4								
YES	IF YES GIVE ADP PROCESSING NO.																
<input checked="" type="checkbox"/> NO																	
10. PREPARING COMPONENT (include lowest level contributing information to report) OC/SCD/All Branches				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Feeder to D/CO													
12. COST FACTORS																	
A. MANUAL PREPARATION AND REVIEW COSTS																	
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR										
GS-15	\$11.00		5		\$55.00		4/year \$220.00										
GS-05	3.15		6		18.90		4/year 113.40										
GS-07	3.89		1		3.89		4/year 15.56										
GS-17	14.77		.5		7.39		4/year 29.56										
B. COSTS OF COMPUTER PRODUCED REPORTS																	
TOTAL COSTS PER YEAR						\$378.52											
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.																	
14. FUTURE GOALS																	
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS											
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MAN-HOURS	DOLLARS																
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION										